

# **Executive Director**

## **Helena Area Community Foundation**

### **Professional Opportunity**

Position Title: Executive Director

Location: Helena, MT

Job Type: Full time, salaried

Salary: \$50,000 DOE

### **Mission statement**

The Helena Area Community Foundation (HACF) inspires people to make a difference by encouraging the spirit of giving to provide resources that benefit present and future generations in our communities.

### ***Who we are***

We are an organization that is collaborative, visionary, and displays integrity in our community-based work.

The Helena Area Community Foundation was created by current and former residents of the Helena area to support the projects of nonprofit organizations in Helena and surrounding area communities through annual grant-making. This is accomplished through private contributions, planned gifts and grants, which help maintain our permanent endowment and help facilitate the operation of our organization.

### ***What we do***

Maintain a strong, permanent endowment for our community's future.

In addition to awarding grants for community projects, HACF supports nonprofits' fundraising efforts through hosting Greater Helena Gives, a 24-hour online fundraiser to support the nonprofits around Helena.

HACF's vision is to pool community resources and direct them to projects that create a big impact. This way, small nonprofits can spend the time on their mission and not on fundraising. Large nonprofits can see their ideas expand and prosper. We are community based, strive for sustainability, visionary for Helena's future, and collaborative.

### ***Strategic initiatives***

- Grow our permanent endowment to \$4 million in the next five years;
- Work collaboratively with local government and nonprofits to improve access to public transportation in the community;
- Ensure our grantmaking provides opportunities to enhance or improve the community we serve;
- Through education, outreach and mentoring, provide local nonprofits with leadership support in achieving their missions.

**Position Summary:**

This position works closely with an engaged and active Board of Directors. The Executive Director will, in coordination and support of the board, work to achieve the vision and mission of the organization. The successful candidate will steward existing and create new effective partnerships with key allies and stakeholders, ensure success in meeting defined fundraising goals, increase community relevance and stature, and provide programmatic impact reports.

**Essential Functions:*****Project Director***

- Ensure the success and effectiveness of projects as directed by the board of directors and described in the strategic plan.
- Become an ambassador for HACF and support and fulfill the mission of the organization.
- Implement a strategic fund development plan that intersects endowment growth and annual funding to support operations
  - Organize a major giving program, develop collateral materials, and successfully build relationships with prospective donors by providing flexible modes of giving that fulfill their financial and charitable interests.
- Administer strategic plan.
- When appropriate, provide leadership within community collaborations and convenings

***Board of Director Liaison***

- Implement policies and procedures adopted by the Board. Serve as a non-voting member of the Board.
- Prepare and administer the budget in conjunction with the finance committee.

***Executive Duties***

- Safeguard and keep confidential all private and personal information.
- Oversee necessary licensing and certification requirements.
- Coordinate the applications and /or proposals for contracts, grants, etc.
- Review and interpret state and federal laws and regulations relative to the program operations, and monitors compliance including filing taxes and other forms as necessary to ensure 501(c)(3) exemption status is protected.
- Develop and maintain good working relationships with other organizations.
- Monitor grant compliance and other agreements entered into by the Board.
- In coordination with the acting chair, represent and serve as spokesperson for HACF. This includes collaborative partners, media, and community members.
- Supervise intern and support staff, ensuring all staff have knowledge of foundation business.
- Communicate effectively with a wide range of media.

**Qualifications:**

- Three to five years' foundation/non-profit experience preferred
- Previous demonstrated leadership in executing programmatic objectives and outcomes
- Effective writing, editing and public speaking skills
- Ability to maintain website content
- Use Word, Excel, PowerPoint, Online Databases

This position is open until filled. Application screening begins July 30.

To be considered, submit cover letter, resume and three references via email to [ed@helenaareacommunityfoundation.org](mailto:ed@helenaareacommunityfoundation.org) or via mail to Helena Area Community Foundation, ATTN: ED position, PO Box 92, Helena MT 59624.

Questions should be directed to the above email address.